

**DEPARTMENT OF THE ARMY
UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000**

United States Army Alaska Regulation 600-8

30 April 2002

Personnel-General

United States Army Alaska Sponsorship Program

Summary. This regulation concerning the United States Army Alaska (USARAK) Sponsorship Program has been revised. This regulation serves as a commander's and soldier's guide for sponsorship. It is to be used in conjunction with Army Regulation (AR) 600-8-8. The procedures outlined within are provided to assist commanders and soldiers in successfully sponsoring soldiers new to Alaska. Checklists are provided in appendixes D and E for commanders and soldiers to use for guidance. Sponsors are encouraged to seek more information and guidance from AR 600-8-8. Revisions include changes to unit commander, USARAK Deputy Chief of Staff for Personnel (DCSPER), Director of Community Activities, and replacement detachment responsibilities. The newcomer's orientation sponsorship survey at appendix A has superseded the replacement detachment in-processing questionnaire.

Applicability. This regulation applies to all active duty Army, Army National Guard, and Army Reserve soldiers assigned throughout USARAK and its tenant units.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the USARAK DCSPER, Attention: APVR-RAG.

Interim changes. Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. This regulation's proponent agency is the USARAK DCSPER. The USARAK DCSPER invites to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RAG.

Contents

	Paragraph	Page
Purpose	1.....	1
References	2.....	1
Explanation of abbreviations.....	3.....	1
Responsibilities.....	4.....	2
Program goal	5.....	4
Sponsorship program elements.....	6.....	4
Participation	7.....	5
Sponsorship selection and training.....	8.....	5

Appendixes

A. Newcomer's Orientation Sponsorship Survey.....	A-1
B. Strength Management Branch Internal Control Checklist.....	B-1
C. Directorate of Community Activities Internal Control Checklist.....	C-1
D. The Commander's Sponsorship Guide.....	D-1
E. The Soldier's Sponsorship Guide.....	E-1

***This regulation supersedes United States Army Alaska Regulation 600-8, dated 31 July 1998.**

F. Sample Welcome Letter	F-1
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1. Purpose

This regulation describes the USARAK Sponsorship Program and goes hand in hand with the Army Sponsorship Program. It provides the sponsorship program elements and the sponsor selection process.

2. References

a. Required publication. AR 600-8-8 (The Total Army Sponsorship Program) is a required publication and it is cited in the summary statement and in paragraphs 4e(1) and 5.

b. Related publications. (Related publications are merely sources of further information. The user does not have to read them to understand this regulation.)

(1) AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)).

(2) AR 600-8-101 (Personnel Processing (In-and-Out and Mobilization Processing)).

(3) AR 600-9 (The Army Weight Control Program).

(4) AR 608-1 (Army Community Service Center).

c. Referenced forms.

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms) is cited in the suggested improvements statement.

(2) DA Form 4787-R (Reassignment Processing) is cited in paragraph E-8.

(3) DA Form 5434 (Sponsorship Program Counseling and Information Sheet) is cited in paragraph 4, paragraphs B-7, B-8, and D-1a.

(4) DA Form 5888-R (Family Member Deployment Screening Sheet) is cited in paragraph E-8 and paragraph E-10.

3. Explanation of abbreviations

a. app..... appendix

b. AR..... Army Regulation

c. DA..... Department of the Army

d. DCSPER..... Deputy Chief of Staff for Personnel

e. para..... paragraph

f. SITES Standard Installation Topic Exchange Service

g. USARAK..... United States Army Alaska

USARAK Regulation 600-8

4. Responsibilities

a. The USARAK DCSPER is the proponent of the USARAK Sponsorship Program and will—

(1) Coordinate with the United States Total Army Personnel Command to obtain assignment instructions with sufficient lead time for units to appoint sponsors.

(2) Forward the gains roster to the brigade and tenant units by the 7th and 21st day of each month. The suspense to forward sponsor's names to enlisted strength management will be 10 days upon receipt of gains roster (i.e., 7th=17th/21st=1st of next month).

(3) Upon receipt of a DA Form 5434 (Sponsorship Program Counseling and Information Sheet) or identification of inbound soldiers from the Enlisted Distribution and Assignment System, make a pinpoint assignment and forward it to the gaining brigade or tenant unit within 3 working days for sponsor assignment.

(4) Maintain a copy of the DA Form 5434 with assigned sponsor's name per AR 25-400-2.

(5) Provide the command with monthly status of percentage of soldiers arriving who were sponsored before departing from the last permanent duty station, as well as the percentage of soldiers due to arrive who currently have a designated sponsor. The information is obtained from the gains roster and the newcomer's orientation sponsorship survey administered during the newcomer's orientation (see app A).

(6) Use the checklist at appendix B to ensure no tasks are overlooked.

b. The Director of Community Activities will—

(1) Develop, monitor, and evaluate the USARAK Sponsorship Training Program, including the completion of an internal control checklist (see app C).

(2) Ensure that the Community and Family Activities Manager provides relocation assistance service through the Army Community Service Relocation Readiness Program. This includes, but is not limited to, providing—

(a) Overseas information.

(b) Pre- and post-move counseling and information.

(c) Information to individual sponsors upon request.

(d) Sponsorship program training.

(e) Local installation and community information, such as flyers and maps, etc.

(f) Service through the post relocation task force.

(g) A local community tour during the newcomer's orientation.

(h) Encouragement of youth sponsorship through Youth Services.

(3) Administer the newcomer's orientation sponsorship survey (app A) to all attendees at each post's newcomer's orientation.

(4) Provide completed newcomer's orientation sponsorship surveys within 3 working days to USARAK DCSPER, Attention: APVR-RAG-PO.

c. Brigade commanders will—

(1) Forward the gains roster, with sponsor's name listed, to officer strength management for officers and enlisted strength management for enlisted personnel by the tenth working day after receipt.

(2) Task their subordinate battalions to provide a sponsor for an inbound soldier within 10 working days after the receipt of the DA Form 5434 or identification of an inbound soldier, whichever occurs first.

(3) Forward the name of the assigned sponsor to officer strength management for officers and enlisted strength management for enlisted personnel within 10 days of receipt of the DA Form 5434 or identification of an inbound soldier, whichever occurs first.

d. Battalion commanders will—

(1) Appoint a unit sponsorship manager to maintain the battalion's sponsorship program.

(2) Ensure that the unit sponsorship manager is using the checklist at appendix D to manage the program.

(3) Forward a welcome letter from the battalion commander for officers and the battalion command sergeant major for enlisted personnel. Task the individual sponsor to forward a welcome letter and information from the Army community service office within 10 working days of notification and forward a copy to the brigade.

(4) Maintain a copy of the sponsorship letter and DA Form 5434 per AR 25-400-2.

e. Company commanders will provide rear detachment sponsorship to soldiers or family members during sponsor or unit deployment. This includes, but is not limited to—

(1) Providing annual sponsorship training ensuring the sponsor is adequately trained to perform the tasks outlined in AR 600-8-8.

(2) Providing reactionary sponsorship for soldiers arriving at the home station while the unit is deployed.

(3) Keeping the family informed about the well being of the soldier or sponsor and of the services offered within USARAK posts.

(4) Acting as a sounding board and action agent for family needs, problems, suggestions, and ideas.

(5) Maintaining an effective communication link between the family, the post, the command, and the local communities.

(6) Serving as a referral point for goods and services offered by the unit and the community support system, both on and off the post.

(7) Ensuring that the unit sponsorship manager is using the checklist at appendix D to manage the program.

f. Sponsors will ensure that the soldiers they sponsor have a smooth transition into USARAK and the local area. Soldiers appointed as sponsors will—

(1) Use the information in appendix E as a guide to their responsibilities.

USARAK Regulation 600-8

(2) Forward a welcome letter to the inbound soldier. Sponsors may use the sample letter included in appendix F for assistance. Sponsors are reminded that they are not limited to the contents of these guides.

(3) Provide a copy of the welcome letter to the unit sponsorship manager for filing per AR 25-400-2.

g. The replacement detachments will—

(1) Schedule newly arrived soldiers for the newcomer's orientation briefing within 14 days of arrival into the command.

(2) Provide a monthly report of soldiers who failed to attend a scheduled newcomer's orientation briefing.

(3) Provide USARAK DCSPER strength management branches a daily USARAK Form 470 (Replacement Personnel Roster) to verify soldier's unit of assignment.

5. Program goal

The USARAK Sponsorship Program's goal is to sponsor 100 percent of incoming soldiers. Units can do this by using and applying the contents of this regulation along with the information and guidance set forth in AR 600-8-8.

6. Sponsorship program elements

a. Soldiers designated as sponsors should reflect a professional, positive image of the unit and USARAK to new arrivals. A good sponsor will make the sponsorship program a success.

b. Welcome letters should contain as much information as possible to assist the incoming soldier (see the sample welcome letter at app F). The battalion, activity, or separate company commander will send a welcome letter to incoming officers, while the command sergeant major/first sergeant and the sponsor will send welcome letters to incoming enlisted soldiers. Sponsors will provide their duty address and a duty telephone number to the soldiers and families they are sponsoring. Sponsors are encouraged, but not required, to provide their home address and telephone number to facilitate contact. SPONSORS WILL FORWARD WELCOME LETTERS TO INCOMING SOLDIERS WITHIN 10 CALENDAR DAYS OF THEIR SPONSORSHIP APPOINTMENT.

c. The Army Community Service Relocation Readiness Program will provide community information, sponsorship training, premove destination information, and relocation services for all soldiers desiring these services. Sponsors will contact Army Community Service to obtain the information and receive sponsorship training.

d. Unit commanders are encouraged to establish a sponsorship incentive program for their units. This program should be designed to encourage sponsors to excel.

e. The USARAK DCSPER will ensure that the USARAK Sponsorship Program is evaluated through the use of sponsorship survey forms.

7. Participation

a. All soldiers and families undergoing a permanent change of station to Alaska, extended temporary duty enroute (90 days or more), or a unit reassignment will participate in the USARAK Sponsorship Program.

USARAK Regulation 600-8

b. Units will provide a reactionary sponsor for soldiers and families who arrive and are not on a gains roster. These include, but are not limited to, advanced individual training soldiers, soldiers on short notice assignments, and unprogrammed arrivals to USARAK. (Reactionary sponsorship guidance is in para D-2.)

c. Units will offer departing soldiers with out-sponsorship assistance. Soldiers designated as sponsors under this program will assist departing soldiers with their out-processing procedures. Departing soldiers may decline this assistance. AR 600-8-101 contains information and guidance on out-processing procedures.

8. Sponsor selection and training

a. Sponsors provide new arrivals with a first impression of the unit. Soldiers who can represent the gaining unit/activity will make good sponsors. Sponsorship selection criteria are outlined in appendix D.

b. The Director of Community Activities and the Community and Family Activities Manager are available to provide sponsorship training assistance through the Army Community Service Relocation Readiness Program. Sponsors can contact the local Relocation Readiness Program manager to find out when the next sponsorship training session is scheduled. The classes will include orientation to the USARAK Sponsorship Program, post and community facilities, services, and organizations that can assist incoming soldiers and families.

FOR THE COMMANDER:

OFFICIAL:

RICHARD C. NICKERSON
COL, GS
Chief of Staff

//Original Signed//
JAMES E. RISELEY
LTC, SC
Director of Information Management

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Attention: Mr. Mauer)

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Fort Shafter, Hawaii 96858-5100

Appendix A

Newcomer's Orientation Sponsorship Survey

Newcomer's Orientation Sponsorship Survey

Today's date _____

My Rank _____ Full Name _____ Unit _____

USARAK Regulation 600-8

1. Were you assigned a sponsor before arriving at Fort Richardson? Yes (___) No (___)
2. Did you receive a welcome letter from the battalion commander (officers) or battalion command sergeant major (enlisted)? Yes (___) No (___)
3. Did you receive a welcome letter from your sponsor? Yes (___) No (___)
4. Did you receive a welcome packet from your sponsor? Yes (___) No (___)
5. Did you receive a telephone call from your sponsor? Yes (___) No (___)
6. If you did not have a sponsor, did a representative from your unit meet you at the Replacement Detachment by the end of your second day of in processing? Yes (___) No (___)
7. I physically arrived at:
 - a. Fort Richardson (___)
 - b. Fort Wainwright (___)
8. I am assigned to:
 - a. Fort Richardson (___)
 - b. Fort Wainwright (___)
 - c. Fort Greely (___)
9. My sponsor's rank and name _____.
10. My sponsor contacted me—
 - a. While I was still at my previous duty station (___).
 - b. While I was enroute to Alaska (___).
 - c. Within (___) days of my arrival.
 - d. Almost daily since my arrival (___).
 - e. Never (___).
11. On a one (no sponsor) to ten (outstanding) scale, my sponsor is:

Circle appropriate number

1 2 3 4 5 6 7 8 9 10

Appendix B

Strength Management Branch Internal Control Checklist

B-1. Are enlisted distribution and officer distribution assignment instructions being processed in a timely manner? Yes (___) No (___)

B-2. Are gains rosters forwarded to units in a timely manner? Yes (___) No (___)

B-3. Are gains rosters (officers and enlisted) provided to the replacement detachments at each post? Yes (___) No (___)

B-4. Are gains rosters (officers and enlisted) provided to the Community and Family Activities manager? Yes (___) No (___)

B-5. Are units providing the strength management branch with a copy of processed gains rosters? Yes (___) No (___)

B-6. Is the strength management branch updating the internal database in a timely manner? Yes (___) No (___)

B-7. Is the strength management branch maintaining a copy of DA Form 5434 with sponsor's name? Yes___ No___

B-8. Are units maintaining a copy of DA Form 5434 and sponsorship letters? Yes (___) No (___)

Appendix C

Directorate of Community Activities Internal Control Checklist

C-1. Has an individual been appointed to coordinate and manage the USARAK Sponsorship Training Program? Yes (___) No (___)

C-2. Are policies, procedures, and administrative controls current for the USARAK Sponsorship Training Program? Yes (___) No (___)

C-3. Are newcomer's orientation sponsorship surveys (app A) being administered at each newcomer's orientation? Yes (___) No (___)

C-4. Are completed newcomer's orientation sponsorship surveys forwarded to the USARAK DCSPER in a timely manner? Yes (___) No (___)

C-5. Is the Director of Community Activities meeting all requirements set forth in USARAK Regulation 600-8? Yes (___) No (___)

C-6. Are the Community and Family Activities Manager and the Army Community Service Relocation Readiness Program offering monthly sponsorship training classes to adequately support USARAK needs? Yes (___) No (___)

C-7. Are monthly sponsorship training classes being requested by the units within USARAK? Yes (___) No (___)

C-8. Are training records being maintained for each unit in which sponsorship training was conducted? Yes (___) No (___)

C-9. What units requested sponsorship training?_____?

C-10. How many welcome packets or Standard Installation Topic Exchange Service (SITES) sessions did the Directorate of Community Activities and Army Community Service Relocation Readiness Program provide to individuals and agencies outside of the command?_____

Appendix D
The Commander's Sponsorship Guide

D-1. Sponsorship criteria

- a. Is a sponsor appointed within 10 days after receipt of DA Form 5434 or within 10 days after receipt of the gains roster? Yes (___) No (___)
- b. Are reactionary sponsors provided to all advanced individual training soldiers and unprogrammed arrivals by the second day of in processing? Yes (___) No (___)
- c. Is the sponsor's pay grade equal to or higher than that of the incoming soldier? Yes (___) No (___)
- d. Is the sponsor the same gender as the incoming soldier? Yes (___) No (___)
- e. Is the sponsor's marital status the same as that of the incoming soldier? Yes (___) No (___)
- f. Does the sponsor have the same military occupational specialty as the new arrival? Yes (___) No (___)
- g. Is the sponsor familiar with the unit and the local community? Yes (___) No (___)
- h. Is the incoming soldier replacing a soldier other than his/her sponsor? Yes (___) No (___)
- i. Is the sponsor within 90 days of arrival or departure from the unit? Yes (___) No (___)
- j. Does the sponsor portray a good image of the unit and USARAK (not pending Uniform Code of Military Justice, elimination, or other administrative actions)? Yes (___) No (___)
- k. Would you like this soldier to sponsor you? Yes (___) No (___)

D-2. Reactionary sponsorship criteria

- a. Commanders will appoint a sponsor the day after receiving notification from the replacement detachment that the soldier is an unprogrammed arrival or advanced individual training replacement to be assigned to the unit.
- b. Commanders will ensure that reactionary sponsor appointments meet the sponsorship criteria as listed in paragraph D-1.

Appendix E
The Soldiers' Sponsorship Guide

E-1. Did you write and send a welcome letter within 10 days of your appointment as a sponsor? Yes (___) No (___)

E-2. Did you pick up a welcome packet from Army Community Service or make up your own and send it to the new arrival? Yes (___) No (___) Made one (___)

E-3. Did you return a copy of your sponsorship letter to the unit for filing within 10 days? Yes (___) No (___)

E-4. Did you request a copy of the incoming soldier's orders in your welcome letter? Yes (___) No (___)

E-5. Do you have the incoming soldier's telephone number? Yes (___) No (___)

E-6. Did you provide the incoming soldier with your duty address and telephone number? Yes (___) No (___)

E-7. Does the incoming soldier have family members? Yes (___) No (___)

E-8. Has the incoming soldier applied for family travel for his/her family members by completing a DA Form 4787-R (Reassignment Processing) and DA Form 5888-R (Family Member Deployment Screening Sheet) so that family member(s) can accompany him/her here? Yes (___) No (___)

E-9. Are any of the family members enrolled in the Exceptional Family Member Program? Yes (___) No (___)

E-10. Have Exceptional Family Member Program-qualified family member(s) been cleared to travel as indicated on the DA Form 5888-R? Yes (___) No (___)

E-11. Do you know how the soldier is traveling? Yes (___) No (___)

E-12. Have you informed the incoming soldier what to expect upon arrival in USARAK? Yes (___) No (___)

E-13. Have you obtained the necessary unit insignia and patches for the new arrival? Yes (___) No (___)

E-14. Is the incoming soldier prepared for the Alaska weather upon arrival? Yes (___) No (___)

E-15. Did you supply the mailroom with a copy of the incoming soldier's orders or change address card? Yes (___) No (___)

E-16. Did you make reservations (if needed) at the billeting office or off post for the incoming soldier? Yes (___) No (___)

E-17. If the soldier's arrival date was changed, did you update his/her reservation? Yes (___) No (___)

E-18. If reservations are made at billeting and the soldier has a pet, have you booked a kennel or arranged with billeting for a room where pets are allowed? Yes (___) No (___)

E-19. Did you provide directions to the billeting office or the hotel/motel off post to the incoming soldier? Yes (___) No (___)

E-20. Did you make arrangements to meet the incoming soldier? Yes (___) No (___)

USARAK Regulation 600-8

E-21. Did you arrange transportation to meet the soldier and family at the airport, if necessary? Yes (___)
No (___)

E-22. Did you meet the soldier as planned? Yes (___) No (___)

E-23. Did you assist the soldier with in processing? Yes (___) No (___)

E-24. Did you go with the soldier to central issue facility in processing? Yes (___) No (___)

E-25. Did you schedule appointments with the soldier's immediate supervisor and chain of command?
Yes (___) No (___)

E-26. Did you escort the soldier and family around the unit area and orient them to the post? Yes (___)
No (___)

E-27. Did you provide the family members with the help and/or the information that they needed?
Yes (___) No (___)

E-28. Were you available for assistance during nonduty hours, including the weekends? Yes (___)
No (___)

E-29. Did you advise the spouse who is seeking employment to go to their local civilian personnel office
and sign-up for spouse preference? Yes (___) No (___)

E-30. Did you advise soldiers with child care needs to call ahead and get on the waiting list? Yes (___)
No (___)

E-31. Did you suggest that the soldier go to the Army Community Service office to see the video on
Alaska? Yes (___) No (___)

Appendix F
Sample Welcome Letter

SERGEANT JOHN H. DOE
5TH BATTALION, COMPANY Z
FORT HOOD, TEXAS 76544

Dear Sergeant Doe:

Welcome to the United States Army Alaska (USARAK). I am your sponsor and I am looking forward to ensuring that your transition to Alaska is a smooth one. I know you are looking forward to your assignment and I feel very comfortable in assuring you that you will enjoy your tour here.

You are presently scheduled for assignment to _____ (unit) _____. I'll keep you informed of any changes. As your sponsor, I encourage you to contact me either by letter or telephone with any questions that you or your family may have regarding your move to Alaska. My mailing address and telephone number are _____.

If any problems arise with the transportation of family members, household goods, or privately owned vehicles, please let me know immediately so that I may contact the personnel officer here to resolve them as soon as possible. Contact your Army Community Service Relocation Specialist to obtain a copy of the Standard Information Topic Exchange System (SITES) packet for _____ or access Internet site: <http://www.dmdc.osd.mil/sites/>.

USARAK is a deployable status unit and this requires a constant state of physical readiness. It is imperative that you meet the physical requirements of Army Regulation 600-9 on arrival.

A tour of Alaska provides a once in a lifetime opportunity for the outdoorsman. The scenery is nothing short of breathtaking. You will have to see it to really believe it.

Again, welcome to the command and I look forward to hearing from you in the near future.

Sincerely,

Johnnie J. Jones

Figure F-1. Welcome letter sample